

Automated Export Systems Training Workshop

Automated Export System (AES) for filing Shippers' Export Declarations (SED) will be mandatory for all exports by mid-2005. Electronic filing of SED's is already mandatory for all exports that require an export license. Whether you have been filing SED's via fax or you have let your freight forwarder file it for you, please join us to learn about the Automated Export Systems. Get ahead of the game by attending this seminar presented by Gannon University's Small Business Development Center, U.S.Census Bureau, and the U.S. Commercial Service.

This workshop includes an overview of the Automated Export System and AESDirect, hands-on PC training, and filing sample SED's via AESDirect and AESPcLink. (You may bring samples of SED's filed by your company for practice). We conclude the workshop with the Certification Quiz that gives a company full certification. Upon certification, you may begin filing your SED's electronically through AESDirect.

Wednesday, November 10, 2004 – 7:30 am-12:00 pm AND 12:30 pm – 5:00 pm
Gannon University Zurn Science Center, 143 West 7th Street, Room 122

Session 1.		Session 2	
7:30 am:	Registration/Continental Breakfast	12:30 p.m.	Registration/Snacks
8:00 am:	Workshop	1:00 p.m.	Workshop
12:00 pm:	Adjourn	5:00 p.m.	Adjourn

We prefer participants be familiar with using the PC and an Internet browser and be pre-registered and have an AESDirect user name and password prior to attending the training session.

Step 1 - Sign up for the Workshop

Phone: (877) 258-6648 (toll free) or (814) 871-SBDC (7232)

Step 2 - Register for AESDirect

For those that do not have a user name and password, Log onto www.aesdirect.gov and register. (If you already have a user name and password, do not obtain another).

Include your name, telephone number, company name and address, whether you are an exporter or forwarding agent and the approximate number of SED's you file monthly. Please make sure you include your first-choice session. We will do our best to accommodate individual preferences. We kindly request that you keep the day open because we retain the right to allocate registrants evenly between sessions.

Registration for this seminar is on a first-come, first- served basis and is limited to the first 20 registrations per session with payments received. Pre-registration is required to guarantee a space.

Registration (Please duplicate for each attendee) AES – November 10, 2004

Name _____

\$35.00 per person Total Enclosed: \$ _____

Company _____

Make check payable to: **Gannon University SBDC**

Address _____

Mail to: Gannon University SBDC

City/State/Zip _____

120 West 9th St Erie, PA 16501

Phone _____

Fax: (814) 871-7383

Fax _____

Phone: (877) 258-6648 (toll free)

E-mail _____

(814) 871-SBDC (7232)

Preferred Session (circle) A.M. P.M.

This seminar is brought to you by:

- **Gannon University's Small Business Development Center**
- **U.S. Census Foreign Trade Division**
- **U.S. Commercial Service**

The Gannon University SBDC is partially funded under Cooperative Agreement No. 4-603001-Z-0040-24 by the U.S. Small Business Administration. The support given by the U.S. Small Business Administration through such funding does not constitute an express or implied endorsement of any of the co-sponsor(s)' or participants' opinions, findings, conclusions, recommendations, products or services.

All SBDC programs are non-discriminatory and open to the public. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Please call (814) 871-SBDC (7232).

This project was financed (in part) by a grant from the Commonwealth of Pennsylvania, Department of Community and Economic Development.

GANNON
UNIVERSITY

Small Business Development Center
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Erie, PA 16541-0001

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To register for this event or for more information on future educational programs, please call (814) 871-SBDC (7232) or toll free at (877) 258-6648